

## AMS/FAST CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 17-58

**Date Received:** 9/19/17

**Title:** AMS Real Estate Templates

---

**Initiator Name:** Susan Freericks

**Initiator Organization Name / Routing Code:** Policy, Planning, and Performance, ALO-200

**Initiator Phone:** 202-267-8374

**ASAG Member Name:** Eugene Scott

**ASAG Member Phone:** 202-267-3207

**Policy and Guidance:** (check all that apply)

- ☐ Policy
- ☐ Procurement Guidance
- ☒ Real Estate Guidance
- ☐ Other Guidance
- ☐ Non-AMS Changes

**Summary of Change:**

The following Templates are to be updated, replaced or added.

AMS Real Estate Template Addition 1.3.3.3 ACTC MOA File Checklist

Located at: [http://fast.faa.gov/RPF\\_Real\\_Estate\\_Templates.cfm](http://fast.faa.gov/RPF_Real_Estate_Templates.cfm)

This is a new checklist to be added to the Template list. The checklist is needed to ensure RECOs are preparing MOAs in accordance policy. A unique checklist is needed for Air Control Tower Centers. The template is required by the users and to be included in the Contract Writing Tool. Redline Edits not provided since this new Template.

File Attached: Real Estate Template\_1.3.3.3 ATCT MOA File Checklist\_Final.doc

AMS Real Estate Template Addition 1.3.3.4 ACTC MOA Clause Review Checklist

Located at: [http://fast.faa.gov/RPF\\_Real\\_Estate\\_Templates.cfm](http://fast.faa.gov/RPF_Real_Estate_Templates.cfm)

This is a new checklist to be added to the Template list. The checklist is needed to ensure RECOs are preparing MOAs clauses in accordance policy. A unique checklist is needed for Air Control Tower Centers. The template is required by the users and to be included in the Contract Writing Tool. Redline Edits not provided since this new Template.

File Attached: Real Estate Template\_1.3.3.4 ATCT MOA File Checklist\_Final.doc

AMS Real Estate Templates 1.3.5 Land Lease & MOA File Review Checklist and 1.3.5.1 Land Lease & MOA File Review Checklist will be deleted and replaced with the following New Templates:

Located at: <http://fast.faa.gov/docs/landfilereview.doc> and

<http://fast.faa.gov/docs/landfilereviewnarrative.doc>

#### 1.3.5 MOA File Checklist

##### 1.3.5.1 Off Airport Land Lease File Checklist

##### 1.3.5.2 On Airport Land Lease File Checklist

##### 1.3.5.3 On Airport Clause Review Checklist

##### 1.3.5.4 Off Airport Land Clause Review Checklist

Review Checklists are needed to ensure RECOs are preparing leases with all required clauses and files needed. A unique checklist is needed for each on and off Airport Lease and Memorandum of Agreement. The Checklists are detailed to each type of Airport Land Lease or Memorandum of Agreement. These Templates are required by the users and to be included in the Contract Writing Tool. Redline Edits not provided since these are new Templates.

Files Attached:

Real Estate Template\_1.3.5 MOA File Checklist.Final.doc

Real Estate Template\_1.3.5.1 Off Airport Land Lease File Checklist.Final.doc

Real Estate Template\_1.3.5.2 On Airport Land Lease File.Final.doc

Real Estate Template\_1.3.5.3 On Airport Land Lease Clause Review Checklist. Final.doc

Real Estate Template\_1.3.5.4 Off Airport Land Lease Clause Review Checklist. Final.doc

#### AMS Real Estate Template 1.3.6 Land Lease & MOA Clause Review Checklist

Located at: <http://fast.faa.gov/docs/landclausereview.doc>

The title has been changed to MOA Clause Review Checklist. Changes were made to the legend and in the clause titles and details to reflect the clauses matrix updated for the Contract Writing Tool. A signature section for the Real Estate Contract Officer was added to ensure responsibility. The Contract Work Review Instructions was deleted. This update was required by the users and to be included in the Contract Writing Tool.

Files Attached:

Real Estate Template\_1.3.6 MOA Clause Review Checklist\_Redline Edits.doc

Real Estate Template\_1.3.6 MOA Clause Review Checklist\_Final.doc

#### AMS Real Estate Template 1.3.8 Outgrant License Form (for Non-Federal entity) Clause Review Checklist

Located at: <http://fast.faa.gov/docs/outgrantlicense2.doc>

A new title and legend as added. The form was completely revamped to include a true checklist of the clauses to be used. This update was required by the users and to be included in the Contract Writing Tool.

Files Attached:

Real Estate Template\_1.3.8 Outgrant License Non-Fed Clause Review Checklist\_Redline Edit.doc

Real Estate Template\_1.3.8 Outgrant License Non-Fed Clause Review Checklist\_Final.doc

#### AMS Real Estate Template 1.3.9 Outgrant License Form (for Federal Government Only) Clause Review Checklist

Located at: <http://fast.faa.gov/docs/outgrantpermit2.doc>

A new title and legend as added. The form was completed revamped to include a true checklist of the clauses to be used. This update was required by the users and to be included in the Contract Writing Tool.

Files Attached:

Real Estate Template\_1.3.8 Outgrant Permit Clause Review Checklist\_Redline Edit.doc

Real Estate Template\_1.3.8 Outgrant Permit Clause Review Checklist\_Final.doc

AMS Real Estate Template 1.3.10 Offer to Sell

Located at: <http://fast.faa.gov/docs/offertosell.doc>

This template title has changed to Purchase Offer. The change reflects language used in AMS. Several grammatical corrections were also made throughout the document. Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

Real Estate Template\_1.3.10 Offer to Sell\_Redline Edits.doc

Real Estate Template\_1.3.10 Offer to Sell\_Final.doc

AMS Real Estate Template 1.3.12.2 Appraisal Scope of Work

Located at: <http://fast.faa.gov/docs/appraisalsow.doc>

Form was reformatted for better clarity. Most of the text rewritten to reflect regulations set forth in Uniform standards of Professional Appraisal Practice, the Uniform Appraisal Standards for Federal Land Acquisitions and the Yellow Book. Changes were also made in the Exhibit A. Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

Real Estate Template\_1.3.12.2 Appraisal Scope of Work\_Redline Edit.doc

Real Estate Template\_1.3.12.2 Appraisal Scope of Work\_Final.doc

AMS Real Estate Template 1.3.15 Outgrant Checklist (Land)

Located at: <http://fast.faa.gov/docs/outgrantchecklist2.doc>

Title and the Checklist titles changed to reflect language in Contract Writing Tool and policy. Real Estate Contract Officer signature block changed to add Q&A signatures for review. Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

Real Estate Template\_1.3.15\_Outgrant Land File Checklist\_Redline Edit.doc

Real Estate Template\_1.3.15\_Outgrant Land File Checklist\_Final.doc

AMS Template 2.6.1 LLC Certificate

Located at: <http://fast.faa.gov/docs/llc.doc>

A corporate/company Seal is no longer needed and was removed from the template.

Files Attached:

Real Estate Template\_2.6.1\_LLC Certificate\_Redline Edits.doc

Real Estate Template\_2.6.1\_LLC Certificate\_Final.doc

#### AMS Template 2.6.1.1 Corporate Certificate

Located at: <http://fast.faa.gov/docs/corp.doc>

A corporate/company Seal is no longer needed and was removed from the template.

Files Attached:

Real Estate Template\_2.6.1.1\_Corporate Certificate\_Redline Edits.doc

Real Estate Template\_2.6.1.1\_Corporate Certificate\_Final.doc

#### AMS Template 2.6.1.2 Public Authorization Certificate

Located at: <http://fast.faa.gov/docs/public.doc>

A corporate/company Seal is no longer needed and was removed from the template.

Files Attached:

Real Estate Template\_2.6.1.2\_Public Authorization Certificate\_Redline Edits.doc

Real Estate Template\_2.6.1.2\_Public Authorization Certificate\_Final.doc

#### AMS Template 2.6.10 Space Market Survey

Located at: <http://fast.faa.gov/docs/marketsurvey.doc>

Form was reformatted for easier use. Grammatical errors made throughout the form. Section IV is eliminated because it was replaced with the Space Safety and Environmental Checklist. Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

Real Estate Template\_2.6.10 Space Market Survey.Redline Edits.doc

Real Estate Template\_2.6.10 Space Market Survey. Final.doc

#### AMS Template 2.6.11 Space Safety & Environmental Checklist

Located at: <http://fast.faa.gov/docs/safetychecklist.doc>

Form was reformatted to be more user friendly. The checklist was put into a user friendly table with categories and additional explanations on what the user should be looking for before checking the box. Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

Real Estate Template\_2.6.11 Safety Environmental Checklist\_Redline\_Edits.doc

Real Estate Template\_2.6.11 SafetyE nvironmental Checksist\_Final.doc

#### AMS Template 2.6.12 Solicitation for Offers

Located at: [http://fast.faa.gov/docs/SFO\\_Final.docx](http://fast.faa.gov/docs/SFO_Final.docx)

Changes to reflect reformatting and renumbering of the form's Capability of Performance, Award, and Requirements sections. Addition made to the Technical Evaluation Criteria to reflect Energy Star, classifications, age, access, and past performance of Lessor. Changes were requested by the users to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

Real Estate Template\_2.6.12 SFO\_Redline\_Edits.doc

Real Estate Template\_2.6.12 SFO\_Final.doc

#### AMS Template 2.6.13.1 Supplemental Lease Agreement Novation/Ownership Change

FAST Version 10/2017

CR 17-58

p. 4

Located at: <http://fast.faa.gov/docs/SLANovation.doc>

A corporate/company Seal and Certificate is no longer needed and was removed from the template. A new signature block was added to site policy.

Files Attached:

Real Estate Template\_2.6.13.1 Supplemental Lease Agreement Novation\_Redline Edits.doc

Real Estate Template\_2.6.13.1 Supplemental Lease Agreement Novation\_Final.doc

AMS Template 2.6.16 Rural Development Act (RDA) Checklist

Located at: <http://fast.faa.gov/docs/rdachecklist.doc>

Form was rewritten to site the RDA Act of 1972 and AMS 2.4.3. Also grammar corrections made to reflect stronger language to ensure urban locations are required to meet mission and program requirements. Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

Real Estate Template\_2.6.16 RDA Form\_Redline\_Edits.doc

Real Estate Template\_2.6.16 RDA Form\_Final.doc

AMS Template 2.6.17 Architectural Barriers Act Accessibility Standard (ABAAS) Compliance Report

Located at: <http://fast.faa.gov/docs/abaas.doc>

Form was rewritten to reflect the AMS Accessibility Clause and to ensure the Lessor signs for validation that property is fully compliant to the ABAAS sections F202 and F203. Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

Real Estate Template\_2.6.17 ABAAS Compliance Report\_Redline\_Edits.doc

Real Estate Template\_2.6.17 ABAAS Compliance Report\_Final.doc

AMS Template 2.6.18 Negotiators Report

Located at: <http://fast.faa.gov/docs/negotiatorreport2.doc>

Report's first paragraph was rewritten to reflect that this is a required document for all leases and it should be the preliminary document to be used to record negotiation work. Also some grammatical corrections were made though out the rest of the document. Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

Real Estate Template\_2.6.18 Negotiator Report\_Redline\_Edits.doc

Real Estate Template\_2.6.18 Negotiator Report\_Final.doc

AMS Template 2.6.19 will be deleted and is replaced with the following New Templates:

Located at: <http://fast.faa.gov/docs/spaceclausereview.doc>

2.6.19.1 Standard Space Lease (New) Clause Review Checklist

2.6.19.2 Standard Space Lease (Succeeding) Clause Review Checklist

2.6.19.3 Small Space Lease (New) Clause Review Checklist

2.6.19.4 Small Space Lease (Succeeding) Clause Review Checklist

Review Checklist is needed to ensure RECOs are preparing leases with all required clauses needed. A unique checklist is needed for each New and Succeeding Lease. The Checklists are detailed to each Standard and Small Space Lease. These Templates are required by the users and to be included in the Contract Writing Tool. Redline Edits not provided since these are new Templates.

Files Attached:

Real Estate Template\_ 2.6.19.1 Standard Space Lease (New) Clause Review Checklist.Final.doc

Real Estate Template\_ 2.6.19.2 Standard Space Lease (Succeeding) Clause Review Checklist.Final.doc

Real Estate Template\_ 2.6.19.3 Small Space Lease (New) Clause Review Checklist.Final.doc

Real Estate Template\_ 2.6.19.4 Small Space Lease (Succeeding) Clause Review Checklist.Final.doc

AMS Templates 2.6.20 will be deleted and is replaced by the following New Templates:

Located at: <http://fast.faa.gov/docs/spacefilereview.doc>

2.16.20.1 Standard Space Lease (New) File Review Checklist

2.16.20.2 Standard Space Lease (Succeeding) File Review Checklist

2.16.20.3 Small Space Lease (New) File Review Checklist

2.16.20.4 Small Space Lease (Succeeding) File Review Checklist

Review Checklist is needed to ensure RECOs are preparing leases files with all required documentation. A unique checklist is needed for each New and Succeeding Lease. The Checklists are detailed to each Standard and Small Space Lease. These Checklists are required by the users and to be included in the Contract Writing Tool. Redline Edits not provided since these are new Templates.

Files Attached:

Real Estate Template\_2.6.20.1 Standard Space Lease (New) File Review Checklist\_Final.doc

Real Estate Template\_2.16.20.2 Standard Space Lease (Succeeding) File Review Checklist\_Final.doc

Real Estate Template\_2.16.20.3 Small Space Lease (New) File Review Checklist\_Final.doc

Real Estate Template\_2.16.20.4 Small Space Lease (Succeeding) File Review Checklist\_Final.doc

AMS Template 2.6.20.1 Davis Bacon & Extended Build Out Project File Checklist

Located at: <http://fast.faa.gov/docs/spacefilereviewnarrative.xlsm>

This file number is changed to 2.6.20.5 to make room for the above new templates. No change made to template. Only need to change the number on the template title page.

AMS Template 2.6.23 Contracting Officer's Representative (COR) Designation Memorandum

Located at: <http://fast.faa.gov/docs/cortransmittal.doc>

Changed the section of Authority by adding additional language to highlight the responsibilities of the Contracting Officer Representative (who assist the Real Estate Contract Officer). Some grammatical corrections were made throughout the form. Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

FAST Version 10/2017

CR 17-58

p. 6

Real Estate Template\_2.6.23 COR Transmittal Letter\_Redline\_Edits.doc  
Real Estate Template\_2.6.23 COR Transmittal Letter\_Final.doc

#### AMS Template 2.6.26 Outgrant Checklist (Space)

Located at: <http://fast.faa.gov/docs/outgrantchecklist.doc>

Title and the Checklist titles changed to reflect language in Contract Writing Tool and policy.  
Real Estate Contract Officer signature block changed to add Q&A signatures for review.  
Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

Real Estate Template 2.6.26\_Outgrant Space File Checklist\_Redline Edit.doc

Real Estate Template 2.6.26\_Outgrant Space File Checklist\_Final.doc

AMS Templates 2.6.27 1 will be deleted and is replaced by the following New Templates:

Located at: <http://fast.faa.gov/docs/antennachecklist.doc>

2.6.27.1 Antenna and Equipment Space Lease (New) Clause Review Checklist

2.6.27.2 Antenna and Equipment Space Lease (Succeeding) Clause Review Checklist

2.6.27.3 Antenna and Equipment Space Lease (New) File Review Checklist

2.6.27.4 Antenna and Equipment Space Lease (Succeeding) File Review Checklist

Review Checklist is needed to ensure RECOs are preparing lease clauses and their files with all required documentation. A unique list is needed for each New and Succeeding Lease. The Checklists are detailed to each Antenna and Equipment Space Lease. These lists are required by the users and to be included in the Contract Writing Tool. Redline Edits not provided since these are new Templates.

Files Attached:

Real Estate Template\_2.6.27.1 Antenna and Equipment Space Lease (New) Clause Review Checklist\_Final.doc

Real Estate Template\_2.6.27.2 Antenna and Equipment Space Lease (Succeeding) Clause Review Checklist. Final.doc

Real Estate Template\_2.6.27.3 Antenna and Equipment Space Lease (New) File Review Checklist. Final.doc

Real Estate Template\_2.6.27.4 Antenna and Equipment Space Lease (Succeeding) File Review Checklist.Final.doc

#### AMS Template 3.2.1 Evaluation of Lease Form

Located at: <http://fast.faa.gov/docs/leaseevaluation.doc>

Form was reformatted for user friendliness. Grammatical corrections were made through out the document. Redundant instructions were deleted. The math formulas were rewritten to be easier to understand. Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

Files Attached:

Real Estate Template\_Evaluation of Lease Form\_Redline\_Edits.doc

Real Estate Template\_Evaluation of Lease Form\_Final.doc

#### AMS Template 3.2.2 Vendor/Miscellaneous Payment Form

Located at: <http://fast.faa.gov/docs/vendorpayment.doc>

FAST Version 10/2017

CR 17-58

p. 7

Changes made to eliminate Depositor and ACH Coordinator. Changes were requested by the users and to update prior to template being submitted in the Contract Writing Tool.

File Attached:

Real Estate Template\_3.2.2 Vendor Payment Form\_Redline\_Edits.doc

Real Estate Template\_3.2.2 Vendor Payment Form\_Final.doc

AMS Template 8.4 Forms and Documentations, Pet Agreement.

Located at: [http://fast.faa.gov/RPF\\_Real\\_Estate\\_Templates.cfm](http://fast.faa.gov/RPF_Real_Estate_Templates.cfm)

This form is a new addition. The form was created and vetted through users. In the past, FAA has experienced issues with pets. This pet agreement ensures all animals are well documented with required vaccines and sanitary conditions. It also limits the amount of animals and weights to ensure the property is well maintained. This agreement was a recommendation from the Federal National Housing Committee.

File Attached: Real Estate Template\_8.4 Pet Agreement\_Final.doc

AMS Template Sample Letters Shut Off Notification

File Attached: AMS Template Sample Letters Shut Off Notification

This form is a new addition.

Located at: <http://fast.faa.gov/docs/shutoffnotice.doc>

**Reason for Change:** Updated to bring into compliance with PRISM Contract Writing Tool

**Development, Review, and Concurrence:** Office of the Assistant Chief Counsel for Acquisition and Commercial Law (AGC-500), FAA Corporate Real Estate (ALO-200), Western Logistics Service Area (WLSA), Eastern Logistics Service Area (ELSA), and Central Logistics Service Area (CLSA).

**Target Audience:** Real Estate Contracting Officers

**Briefing Planned:** Yes.

**ASAG Responsibilities:** ASAG briefed on 9/19/17. ASAG approved.

**Section / Text Location:** AMS Real Estate Templates

Located at: [http://fast.faa.gov/RPF\\_Real\\_Estate\\_Templates.cfm](http://fast.faa.gov/RPF_Real_Estate_Templates.cfm)

**The redline version must be a comparison with the current published FAST version.**

☒ I confirm I used the latest published version to create this change / redline

**or**

☐ This is new content

**Links:**

AMS Real Estate Template Addition 1.3.3.3 ACTC MOA File Checklist

FAST Version 10/2017

CR 17-58

p. 8



Located at: [http://fast.faa.gov/RPF\\_Real\\_Estate\\_Templates.cfm](http://fast.faa.gov/RPF_Real_Estate_Templates.cfm)

AMS Real Estate Template Addition 1.3.3.4 ACTC MOA Clause Review Checklist

Located at: [http://fast.faa.gov/RPF\\_Real\\_Estate\\_Templates.cfm](http://fast.faa.gov/RPF_Real_Estate_Templates.cfm)

AMS Real Estate Templates 1.3.5 Land Lease & MOA File Review Checklist and 1.3.5.1 Land Lease & MOA File Review Checklist will be deleted and replaced with the following New Templates:

Located at: <http://fast.faa.gov/docs/landfilereview.doc> and

<http://fast.faa.gov/docs/landfilereviewnarrative.doc>

AMS Real Estate Template 1.3.6 Land Lease & MOA Clause Review Checklist

Located at: <http://fast.faa.gov/docs/landclausereview.doc>

AMS Real Estate Template 1.3.8 Outgrant License Form (for Non-Federal entity) Clause Review Checklist

Located at: <http://fast.faa.gov/docs/outgrantlicense2.doc>

AMS Real Estate Template 1.3.9 Outgrant License Form (for Federal Government Only) Clause Review Checklist

Located at: <http://fast.faa.gov/docs/outgrantpermit2.doc>

AMS Real Estate Template 1.3.10 Offer to Sell

Located at: <http://fast.faa.gov/docs/offertosell.doc>

AMS Real Estate Template 1.3.12.2 Appraisal Scope of Work

Located at: <http://fast.faa.gov/docs/appraisalsow.doc>

AMS Real Estate Template 1.3.15 Outgrant Checklist (Land)

Located at: <http://fast.faa.gov/docs/outgrantchecklist2.doc>

AMS Template 2.6.1 LLC Certificate

Located at: <http://fast.faa.gov/docs/lc.doc>

AMS Template 2.6.1.1. Corporate Certificate

Located at: <http://fast.faa.gov/docs/corp.doc>

AMS Template 2.6.1.2 Public Authorization Certificate

Located at: <http://fast.faa.gov/docs/public.doc>

AMS Template 2.6.10 Space Market Survey

Locate at: <http://fast.faa.gov/docs/marketsurvey.doc>

AMS Template 2.6.11 Space Safety & Environmental Checklist

Located at: <http://fast.faa.gov/docs/safetychecklist.doc>

AMS Template 2.6.12 Solicitation for Offers

Located at: [http://fast.faa.gov/docs/SFO\\_Final.docx](http://fast.faa.gov/docs/SFO_Final.docx)

AMS Template 2.6.13.1 Supplemental Lease Agreement Novation/Ownership Change

Located at: <http://fast.faa.gov/docs/SLANovation.doc>

AMS Template 2.6.16 Rural Development Act (RDA) Checklist

Located at: <http://fast.faa.gov/docs/rdachecklist.doc>

AMS Template 2.6.17 Architectural Barriers Act Accessibility Standard (ABAAS) Compliance Report

Located at: <http://fast.faa.gov/docs/abaas.doc>

AMS Template 2.6.18 Negotiators Report

Located at: <http://fast.faa.gov/docs/negotiatorreport2.doc>

AMS Template 2.6.19 will be deleted and is replaced with the following New Templates:

Located at: <http://fast.faa.gov/docs/spaceclausereview.doc>

AMS Templates 2.6.20 will be deleted and is replaced by the following New Templates:

Located at: <http://fast.faa.gov/docs/spacefilereview.doc>

AMS Template 2.6.20.1 Davis Bacon & Extended Build Out Project File Checklist

Located at: <http://fast.faa.gov/docs/spacefilereviewnarrative.xlsm>

AMS Template 2.6.23 Contracting Officer's Representative (COR) Designation Memorandum

Located at: <http://fast.faa.gov/docs/cortransmittal.doc>

AMS Templates 2.6.27 will be deleted and is replaced by the following New Templates:

Located at: <http://fast.faa.gov/docs/antennachecklist.doc>

AMS Template 3.2.1 Evaluation of Lease Form

Located at: <http://fast.faa.gov/docs/leaseevaluation.doc>

AMS Template 3.2.2 Vendor/Miscellaneous Payment Form

Located at: <http://fast.faa.gov/docs/vendorpayment.doc>

AMS Template 8.4 Forms and Documentations, Pet Agreement.

Located at: [http://fast.faa.gov/RPF\\_Real\\_Estate\\_Templates.cfm](http://fast.faa.gov/RPF_Real_Estate_Templates.cfm)

AMS Template Sample Letters Shut Off Notification

Located at: <http://fast.faa.gov/docs/shutoffnotice.doc>

## **Attachments:**

AMS Real Estate Template Addition 1.3.3.3 ACTC MOA File Checklist  
File Attached: Real Estate Template\_1.3.3.3 ATCT MOA File Checklist\_Final.doc

AMS Real Estate Template Addition 1.3.3.4 ACTC MOA Clause Review Checklist  
File Attached: Real Estate Template\_1.3.3.4 ATCT MOA File Checklist\_Final.doc

AMS Real Estate Templates 1.3.5 Land Lease & MOA File Review Checklist and 1.3.5.1 Land Lease & MOA File Review Checklist will be deleted and replaced with the following New Templates:

Real Estate Template\_1.3.5 MOA File Checklist.Final.doc  
Real Estate Template\_1.3.5.1 Off Airport Land Lease File Checklist.Final.doc  
Real Estate Template\_1.3.5.2 On Airport Land Lease File.Final.doc Real Estate Template\_1.3.5.3 On Airport Land Lease Clause Review Checklist. Final.doc  
Real Estate Template\_1.3.5.4 Off Airport Land Lease Clause Review Checklist. Final.doc

AMS Real Estate Template 1.3.6 Land Lease & MOA Clause Review Checklist  
Real Estate Template\_1.3.6 MOA Clause Review Checklist\_Redline Edits.doc  
Real Estate Template\_1.3.6 MOA Clause Review Checklist\_Final.doc

AMS Real Estate Template 1.3.8 Outgrant License Form (for Non-Federal entity) Clause Review Checklist  
Real Estate Template 1.3.8 Outgrant License Non-Fed Clause Review Checklist\_Redline Edit.doc  
Real Estate Template 1.3.8 Outgrant License Non-Fed Clause Review Checklist\_Final.doc

AMS Real Estate Template 1.3.9 Outgrant License Form (for Federal Government Only) Clause Review Checklist

Files Attached:  
Real Estate Template 1.3.8 Outgrant Permit Clause Review Checklist\_Redline Edit.doc  
Real Estate Template 1.3.8 Outgrant Permit Clause Review Checklist\_Final.doc

AMS Real Estate Template 1.3.10 Offer to Sell  
Real Estate Template\_1.3.10 Offer to Sell\_Redline Edits.doc  
Real Estate Template\_1.3.10 Offer to Sell\_Final.doc

AMS Real Estate Template 1.3.12.2 Appraisal Scope of Work  
Real Estate Template\_1.3.12.2 Appraisal Scope of Work\_Redline Edit.doc  
Real Estate Template\_1.3.12.2 Appraisal Scope of Work\_Final.doc

AMS Real Estate Template 1.3.15 Outgrant Checklist (Land)  
Files Attached:  
Real Estate Template 1.3.15\_Outgrant Land File Checklist\_Redline Edit.doc  
Real Estate Template 1.3.15\_Outgrant Land File Checklist\_Final.doc

AMS Template 2.6.1 LLC Certificate

Real Estate Template\_2.6.1 LLC Certificate\_Redline Edits.doc  
Real Estate Template\_2.6.1 LLC Certificate\_Redline Edits.doc

AMS Template 2.6.1.1 Corporate Certificate  
Real Estate Template\_2.6.1.1 Corporate Certificate\_Redline Edits.doc  
Real Estate Template\_2.6.1.1 Corporate Certificate\_Redline Edits.doc

AMS Template 2.6.1.2 Public Authorization Certificate  
Real Estate Template\_2.6.1.2 Public Authorization Certificate\_Redline Edits.doc  
Real Estate Template\_2.6.1.2 Public Authorization Certificate\_Redline Edits.doc

AMS Template 2.6.10 Space Market Survey  
Real Estate Template\_2.6.10 Space Market Survey.Redline Edits.doc  
Real Estate Template\_2.6.10 Space Market Survey. Final.doc

AMS Template 2.6.11 Space Safety & Environmental Checklist  
Real Estate Template\_2.6.11 Safety Environmental Checklist\_Redline\_Edits.doc  
Real Estate Template\_2.6.11 SafetyE nvironmental Checksist\_Final.doc

AMS Template 2.6.12 Solicitation for Offers  
Real Estate Template\_2.6.12 SFO\_Redline\_Edits.doc  
Real Estate Template\_2.6.12 SFO\_Final.doc

AMS Template 2.6.16 Rural Development Act (RDA) Checklist  
Real Estate Template\_2.6.16 RDA Form\_Redline\_Edits.doc  
Real Estate Template\_2.6.16 RDA Form\_Final.doc

AMS Template 2.6.17 Architectural Barriers Act Accessibility Standard (ABAAS) Compliance Report  
Real Estate Template\_2.6.17 ABAAS Compliance Report\_Redline\_Edits.doc  
Real Estate Template\_2.6.17 ABAAS Compliance Report\_Final.doc

AMS Template 2.6.18 Negotiators Report  
Real Estate Template\_2.6.18 Negotiator Report\_Redline\_Edits.doc  
Real Estate Template\_2.6.18 Negotiator Report\_Final.doc

AMS Template 2.6.19 will be deleted and is replaced with the following New Templates:  
Real Estate Template\_ 2.6.19.1 Standard Space Lease (New) Clause Review Checklist.Final.doc  
Real Estate Template\_ 2.6.19.2 Standard Space Lease (Succeeding) Clause Review Checklist.Final.doc  
Real Estate Template\_ 2.6.19.3 Small Space Lease (New) Clause Review Checklist.Final.doc  
Real Estate Template\_ 2.6.19.4 Small Space Lease (Succeeding) Clause Review Checklist.Final.doc

AMS Templates 2.6.20 will be deleted and is replaced by the following New Templates:

Real Estate Template\_2.6.20.1 Standard Space Lease (New) File Review Checklist\_Final.doc  
Real Estate Template\_2.16.20.2 Standard Space Lease (Succeeding) File Review  
Checklist\_Final.doc  
Real Estate Template\_2.16.20.3 Small Space Lease (New) File Review Checklist\_Final.doc  
Real Estate Template\_2.16.20.4 Small Space Lease (Succeeding) File Review  
Checklist\_Final.doc

AMS Template 2.6.20.1 Davis Bacon & Extended Build Out Project File Checklist  
No Files Attached.

AMS Template 2.6.23 Contracting Officer's Representative (COR) Designation Memorandum  
Real Estate Template\_2.6.23 COR Transmittal Letter\_Redline\_Edits.doc  
Real Estate Template\_2.6.23 COR Transmittal Letter\_Final.doc

AMS Templates 2.6.27 1 will be deleted and is replaced by the following New Templates:  
Located at: <http://fast.faa.gov/docs/antennachecklist.doc>  
Real Estate Template\_2.6.27.1 Antenna and Equipment Space Lease (New) Clause Review  
Checklist\_Final.doc  
Real Estate Template\_2.6.27.2 Antenna and Equipment Space Lease (Succeeding) Clause  
Review Checklist. Final.doc  
Real Estate Template\_2.6.27.3 Antenna and Equipment Space Lease (New) File Review  
Checklist. Final.doc  
Real Estate Template\_2.6.27.4 Antenna and Equipment Space Lease (Succeeding) File  
Review Checklist.Final.doc

AMS Template 3.2.1 Evaluation of Lease Form  
Real Estate Template\_Evaluation of Lease Form\_Redline\_Edits.doc  
Real Estate Template\_Evaluation of Lease Form\_Final.doc

AMS Template 3.2.2 Vendor/Miscellaneous Payment Form  
Real Estate Template\_3.2.2 Vendor Payment Form\_Redline\_Edits.doc  
Real Estate Template\_3.2.2 Vendor Payment Form\_Final.doc

AMS Template 8.4 Forms and Documentations, Pet Agreement.  
Real Estate Template\_8.4 Pet Agreement\_Final.doc

AMS Template Sample Letters Shut Off Notification  
Real Estate Template\_Sample\_Shut Off Notice\_Redline Edits.doc  
Real Estate Template\_Sample\_Shut Off Notice\_Final.doc

**Other Files:** None.